

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

60-17

10/30/17

ELECTRONIC OFFICIAL PERSONNEL FOLDER ACCESS PROCEDURES FOR EMPLOYEES WITHOUT ACCESS TO A GOVERNMENT COMPUTER

I. PURPOSE

This notice advises employees who do not have access to a government computer, of the procedures to follow when they wish to obtain documents from their Electronic Official Personnel Folder (eOPF).

II. PROCEDURES

A. On July 31, 2017, the Office of Personnel Management (OPM) implemented new security procedures for eOPF and employees can only electronically access eOPF using their government computers.

B. FSIS employees who need to obtain information or documentation from their eOPF, but do not have access to a government computer, may send an e-mail to eopf@fsis.usda.gov. They may also call 1-800-370-3747. When prompted they are to press 8659 and then enter extension 8549. The hours of operation are 8:00 am to 5:00 pm Eastern Standard Time. If the call is not answered immediately, employees are to leave a message and the call will be returned no later than the next business day.

III. QUESTIONS

Refer questions regarding this notice to Dawn Owens at Dawn.Owens@fsis.usda.gov or e-mail eopf@fsis.usda.gov.



Assistant Administrator
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DISTRIBUTION: Electronic; All
Field Employees

NOTICE EXPIRES: 11/1/18

OPI: OPPD